



TRIANGLE ASSOCIATES, INC.
*Facilitation, Alternate Dispute Resolution, Mediation,
& Public Involvement Experts*

**Professional Services Schedule (PSS)
SIN 874-1/RC**

Authorized Federal Supply Schedule Price List

**General Services Administration
Federal Supply Service**

On-line access to contract ordering information, terms and conditions, up-to- date pricing, and the option to create an electronic delivery order are available through GSA Advantage, a menu-driven database system. Internet address:
www.gsaadvantage.gov

**Industrial Group: OOCORP
Contract Number GS10F0223S
Business Size: Small
Contract Period: 4/12/2006 – 4/11/2021
Option Period: 4/12/2016 – 4/11/2021**

**Triangle Associates, Inc.
811 First Avenue, Suite 255
Seattle, WA 98104-1434
Tel: 206-583-0655
Fax: 206-382-0699
www.triangleassociates.com**

General Information

- 1a.** Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s): SIN: 874-1/RC (no items or awarded prices)
- 1b.** Identification of the lowest priced model number and lowest unit price: N/A
- 1c.** Hourly Rates and Descriptions: See pages 4 through 8.
- 2.** Maximum order: \$1,000,000.00
- 3.** Minimum order: \$100.00
- 4.** Geographic coverage (services delivery area): CONUS and Overseas.
- 5.** Point(s) of production (city, county, and State): Seattle, King County, Washington
- 6.** Discount from list, prices or statement of net price: Prices as stated are net prices
- 7.** Quantity discounts: N/A
- 8.** Prompt payment terms: NET 30.
- 9a.** Notification that Government purchase cards are accepted at or below the micro purchase threshold: N/A
- 9b.** Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: N/A
- 10.** Foreign items (list items by country of origin: N/A
- 11a.** Time of delivery: Per Contract
- 11b.** Expedited Delivery: N/A
- 11c.** Overnight and 2-day delivery: N/A
- 11d.** Urgent Requirements: N/A
- 12.** F.O.B. point(s): Destination
- 13a.** Ordering address: Triangle Associates, Inc. 811 First Avenue, Suite 255, Seattle, WA 98104-1434
- 13b.** Ordering procedures: Authorized users may place order when the need for service arises.
- 14.** Payment address: Triangle Associates, Inc. 811 First Avenue, Suite 255, Seattle, WA 98104-1434
- 15.** Warranty provision: N/A
- 16.** Export packing charges: N/A
- 17.** Terms and conditions of Government purchase card acceptance: N/A
- 18.** Terms and conditions of rental, maintenance, and repair: N/A
- 19.** Terms and conditions of installation: N/A
- 20.** Terms and conditions of repair parts: N/A
- 20a.** Terms and conditions for any other services: N/A
- 21.** List of service and distribution points: N/A
- 22.** List of participating dealers: N/A
- 23.** Preventive maintenance: N/A
- 24a.** Special attributes such as environmental attributes: N/A
- 24b.** Section 508 compliance information: N/A
- 25.** Data Universal Number System (DUNS) number: 156906232
- 26.** Notification regarding registration in Central Contractor Registration (CCR) database: Active registration in SAM – 07/08/2015 – 07/05/2016

Orders

Contract Administrator: Mike Lyng, Controller:

Phone: 206-583-0655 Fax: 206-382-0669 Email: mlyng@triangleassociates.com

Alternate Contract Contact: Evan Lewis, Marketing Coordinator:

Phone: 206-583-0655 Fax: 206-382-0669 Email: elewis@triangleassociates.com

Company Overview

- Founded in 1979 we are the oldest environmental dispute resolution firm in the country.
- We successfully facilitate multi-party processes often using alternate dispute resolution techniques.
- We have experience developing collaborative processes to reach enduring agreements and facilitate action on a wide variety of public policy and environmental issues.
- We have an extensive record of working effectively with federal, state and local agencies and tribal governments.
- Our work is centered in the Pacific Northwest, but projects take us throughout the country.
- We are professionally organized, well-staffed, supported by talented Sub-consultants and fully capable of accomplishing agency tasks presented under any resultant PSS contract.

Services

- Assessments of controversial situations as input to developing collaborative processes
- Tailor-made processes designed to engage policy-makers in effective discussion and decision-making.
- Strategic planning and advice with thoughtful analysis of the issues.
- Expertise in alternative dispute resolution techniques that generate mutually beneficial solutions and enduring agreements.
- Well-honed meeting facilitation skills.
- Detailed follow-through on logistical arrangements and meeting support services.
- Excellent writing skills to convey information and prepare well written materials clearly and succinctly
- Attractive communications products from print to websites with well-designed graphics produced in a variety of formats.

Partial List of Clients

- U.S. Environmental Protection Agency
- U.S. Fish & Wildlife Service
- U.S. National Park Service
- U.S. Forest Service
- U.S. Institute for Environmental Conflict Resolution
- National Oceanic and Atmospheric Administration
- Native American Tribes
- State and Local Governments
- Private Industry

For further information visit our website: www.triangleassociates.com

Labor Categories and Rates (Items 1a and 1c)

The following are the Labor Categories and Rates for Triangle Associates services under SIN 874-1/RC of the PSS GSA Schedule

2016 Labor Categories	Hourly Rate
<p>Senior Facilitator/Principal</p> <p>a) <u>Experience and Education</u></p> <ol style="list-style-type: none"> 1. At least a Master's Degree is required. 2. Fifteen (15) years of experience in planning, conducting and supervising dispute resolution or public involvement projects of major significance, necessitating advanced knowledge of dispute resolution. 3. A Senior Facilitator identified for conducting ADR processes for environmental disputes must meet the qualifications for the National Roster of Environmental Dispute Resolution Professionals (see www.ecr.gov) or the functional equivalent. <p>b) <u>Duties and Responsibilities</u></p> <ol style="list-style-type: none"> 1. Lead conflict assessments, convening assessments, or public involvement assessments. 2. Design conflict or dispute prevention, management or resolution processes or public involvement processes. 3. Conducts conflict or dispute prevention, management of resolution processes or public participation processes as the lead service provider. 4. Designs and conducts evaluations of dispute prevention, management or resolution processes. 5. Conducts training in negotiation, dispute resolution and public involvement. 6. Manages project team of resolution professional(s), administrative staff and technical experts. 7. Estimates, plans, reviews, tracks and manages schedules, deliverables and budgets. 8. Manages and maintains communications with Task Order Project Officer and parties involved in the case or project. 9. Prepares and/or oversees preparation of required reports. 	\$173.68
<p>Senior Consultant</p> <p>a) <u>Experience and Education</u></p> <ol style="list-style-type: none"> 1. At least Master's Degree is required. 2. Fifteen (15) years of experience in planning, conducting and supervising dispute resolution or public involvement projects of major significance, necessitating advanced knowledge of dispute resolution. 3. A Senior Facilitator identified for conducting ADR processes for environmental disputes must meet the qualifications for the National Roster of Environmental Dispute Resolution Professionals (see www.ecr.gov) or the functional equivalent. <p>b) <u>Duties and Responsibilities</u></p> <ol style="list-style-type: none"> 1. Conduct conflict assessments, convening assessments, or public involvement assessments. 2. Advise and/or design conflict or dispute prevention, management or resolution processes or public involvement processes. 3. Conduct conflict or dispute prevention, management of resolution processes or public participation processes as the consulting service provider. 4. Advise on the design and conduct of evaluations of dispute prevention, management or resolution processes. 5. Conduct training in negotiation, dispute resolution and public involvement 6. Advise on estimates, plans, reviews, schedules, deliverables and budgets. 7. Reviews preparation of required reports. 	\$243.87

2016 Labor Categories	Hourly Rate
<p>Senior Facilitator/Senior Associate Level 1</p> <p>a) <u>Experience and Education</u></p> <ol style="list-style-type: none"> 1. At a minimum, a Bachelor's Degree is required and most have advanced degrees. 2. Six (6) years of experience in planning, conducting and supervising dispute resolution or public involvement projects of major significance, necessitating advanced knowledge of dispute resolution. 3. A Senior Facilitator identified for conducting ADR processes for environmental disputes must meet the qualifications for the National Roster of Environmental Dispute Resolution Professionals (see www.ecr.gov) or the functional equivalent. <p>b) <u>Duties and Responsibilities</u></p> <ol style="list-style-type: none"> 1. Conduct conflict assessments, convening assessments, or public involvement assessments. 2. Designs conflict or dispute prevention, management or resolution processes or public involvement processes. 3. Conducts conflict or dispute prevention, management of resolution processes or public participation processes as the lead service provider. 4. Designs and conducts evaluations of dispute prevention, management or resolution processes. 5. Conducts training in negotiation, dispute resolution and public involvement. 6. Manages project team of resolution professional(s), administrative staff and technical experts. 7. Estimates, plans, reviews, tracks and manages schedules, deliverables and budgets. 8. Manages and maintains communications with Task Order Project Officer and parties involved in the case or project. 9. Prepares and/or oversees preparation of required reports. 	\$103.01
<p>Senior Facilitator/Senior Associate Level 2</p> <p>a) <u>Experience and Education</u></p> <ol style="list-style-type: none"> 1. At a minimum, a Bachelor's Degree is required most have advanced degrees. 2. Eight (8) years of experience in planning, conducting and supervising dispute resolution or public involvement projects of major significance, necessitating advanced knowledge of dispute resolution. 3. A Senior Facilitator identified for conducting ADR processes for environmental disputes must meet the qualifications for the National Roster of Environmental Dispute Resolution Professionals (see www.ecr.gov) or the functional equivalent. <p>b) <u>Duties and Responsibilities</u></p> <ol style="list-style-type: none"> 1. Conduct conflict assessments, convening assessments, or public involvement assessments. 2. Designs conflict or dispute prevention, management or resolution processes or public involvement processes. 3. Conducts conflict or dispute prevention, management of resolution processes or public participation processes as the lead service provider. 4. Designs and conducts evaluations of dispute prevention, management or resolution processes. 5. Conducts training in negotiation, dispute resolution and public involvement. 6. Manages project team of resolution professional(s), administrative staff and technical experts. 7. Estimates, plans, reviews, tracks and manages schedules, deliverables and budgets. 8. Manages and maintains communications with Task Order Project Officer and parties involved in the case or project. 9. Prepares and/or oversees preparation of required reports. 	\$139.83

2016 Labor Categories	Hourly Rate
<p>Senior Facilitator/Senior Associate Level 3</p> <p>a) <u>Experience and Education</u></p> <ol style="list-style-type: none"> 1. At a minimum, a Bachelor's Degree is required and most have advanced degrees. 2. Ten (10) years of experience in planning, conducting and supervising dispute resolution or public involvement projects of major significance, necessitating advanced knowledge of dispute resolution. 3. A Senior Facilitator identified for conducting ADR processes for environmental disputes must meet the qualifications for the National Roster of Environmental Dispute Resolution Professionals (see www.ecr.gov) or the functional equivalent. <p>b) <u>Duties and Responsibilities</u></p> <ol style="list-style-type: none"> 1. Conduct conflict assessments, convening assessments, or public involvement assessments. 2. Designs conflict or dispute prevention, management or resolution processes or public involvement processes. 3. Conducts conflict or dispute prevention, management of resolution processes or public participation processes as the lead service provider. 4. Designs and conducts evaluations of dispute prevention, management or resolution processes. 5. Conducts training in negotiation, dispute resolution and public involvement. 6. Manages project team of resolution professional(s), administrative staff and technical experts. 7. Estimates, plans, reviews, tracks and manages schedules, deliverables and budgets. 8. Manages and maintains communications with Task Order Project Officer and parties involved in the case or project. 9. Prepares and/or oversees preparation of required reports. 	\$144.02
<p>Senior Facilitator/Senior Associate Level 4</p> <p>a) <u>Experience and Education</u></p> <ol style="list-style-type: none"> 1. At a minimum, a Bachelor's Degree is required and most have advanced degrees. 2. Twelve (12) years of experience in planning, conducting and supervising dispute resolution or public involvement projects of major significance, necessitating advanced knowledge of dispute resolution. 3. A Senior Facilitator identified for conducting ADR processes for environmental disputes must meet the qualifications for the National Roster of Environmental Dispute Resolution Professionals (see www.ecr.gov) or the functional equivalent. <p>b) <u>Duties and Responsibilities</u></p> <ol style="list-style-type: none"> 1. Conduct conflict assessments, convening assessments, or public involvement assessments. 2. Designs conflict or dispute prevention, management or resolution processes or public involvement processes. 3. Conducts conflict or dispute prevention, management of resolution processes or public participation processes as the lead service provider. 4. Designs and conducts evaluations of dispute prevention, management or resolution processes. 5. Conducts training in negotiation, dispute resolution and public involvement. 6. Manages project team of resolution professional(s), administrative staff and technical experts. 7. Estimates, plans, reviews, tracks and manages schedules, deliverables and budgets. 8. Manages and maintains communications with Task Order Project Officer and parties involved in the case or project. 9. Prepares and/or oversees preparation of required reports. 	\$164.35

2016 Labor Categories	Hourly Rate
<p>Facilitator/Associate Level 1</p> <p>a) <u>Experience and Education</u></p> <ol style="list-style-type: none"> 1. At a minimum, a Bachelor's Degree is required and most have advanced degrees. 2. At least forty (40) hours training in Public Involvement or Alternative Dispute Resolution. 3. Three (3) years of experience in conducting dispute resolution processes. 4. A Facilitator identified for assisting in conducting an ADR process on an environmental case shall be working toward completing the qualifications required for the National Roster of Environmental Dispute Resolution Professionals or the equivalent. <p>b) <u>Duties and Responsibilities</u></p> <ol style="list-style-type: none"> 1. Assists the Senior Facilitator in complex cases. 2. Facilitates breakout sessions or workgroups. 3. Conducts conflict assessments, dispute resolution or public involvement proceedings in some simple, less complex cases. 4. Records summaries or minutes of meeting electronically, on newsprint or in written form. 5. Oversees and coordinates logistics with administrative staff. 6. Maintains communication links with the parties. 7. Conducts training modules when appropriate under the direction of a senior facilitator. 8. Researches technical or process information necessary for the project; collects information, data surveys. 	\$73.49
<p>Facilitator/Associate Level 2</p> <p>a) <u>Experience and Education</u></p> <ol style="list-style-type: none"> 1. At a minimum, a Bachelor's Degree is required and most have advanced degrees. 2. At least forty (40) hours training in Public Involvement or Alternative Dispute Resolution. 3. Five (5) years of experience in conducting dispute resolution processes. 4. A Facilitator identified for assisting in conducting an ADR process on an environmental case shall be working toward completing the qualifications required for the National Roster of Environmental Dispute Resolution Professionals or the equivalent. <p>b) <u>Duties and Responsibilities</u></p> <ol style="list-style-type: none"> 1. Assists the Senior Facilitator in complex cases. 2. Facilitates breakout sessions or workgroups. 3. Conducts conflict assessments, dispute resolution or public involvement proceedings in some simple, less complex cases. 4. Records summaries or minutes of meeting electronically, on newsprint or in written form. 5. Oversees and coordinates logistics with administrative staff. 6. Maintains communication links with the parties. 7. Conducts training modules when appropriate under the direction of a senior facilitator. 8. Researches technical or process information necessary for the project; collects information, data surveys. 	\$79.32

2016 Labor Categories	Hourly Rate
<p>Research Associate Level 1</p> <p>a) <u>Experience and Education</u></p> <ol style="list-style-type: none"> 1. At a minimum, a bachelor's degree is required and some have advanced degrees. 2. Six (6) months to one (1) years' experience in assisting a more senior facilitation professional in a public involvement or dispute resolution process. 3. May have training or course work in public involvement, facilitation, mediation, dispute resolution or conflict resolution from trainers or university programs <p>b) <u>Duties and Responsibilities</u></p> <ol style="list-style-type: none"> 1. Translates guidance received from supervisor into usable information applicable to the particular assignment. 2. May assist a Facilitator or Senior Facilitator in facilitating small breakout sessions or workgroups. 3. Records summaries of minutes of meetings electronically, on newsprint or in written form. 4. Performs logistical tasks such as registration, managing sign-up for meetings, and assists in logistics at large meetings. 5. Maintains communication links with the parties. 6. Researches technical or process information necessary for the project, collects information and data, arrays information in appropriately formatted documents. 7. Assists parties in gaining access to information. 	\$54.54
<p>Research Associate Level 2</p> <p>a) <u>Experience and Education</u></p> <ol style="list-style-type: none"> 1. At a minimum, a bachelor's degree is required and some have advanced degrees. 2. Two (2) years experience in assisting a more senior facilitation professional in a public involvement or dispute resolution process. 3. May have training or course work in public involvement, facilitation, mediation, dispute resolution or conflict resolution from trainers or university programs. <p>b) <u>Duties and Responsibilities</u></p> <ol style="list-style-type: none"> 1. Translates guidance received from supervisor into usable information applicable to the particular assignment. 2. May assist a Facilitator or Senior Facilitator in facilitating small breakout sessions or workgroups. 3. Records summaries of minutes of meetings electronically, on newsprint or in written form. 4. Performs logistical tasks such as registration, managing sign-up for meetings, and assists in logistics at large meetings. 5. Maintains communication links with the parties. 6. Researches technical or process information necessary for the project, collects information and data, arrays information in appropriately formatted documents. 7. Assists parties in gaining access to information. 	\$63.05

2016 Labor Categories	Hourly Rate
Research Associate Level 3 a) <u>Experience and Education</u> <ol style="list-style-type: none"> 1. At a minimum, a bachelor's degree is required and some have advanced degrees. 2. Three (3) years' experience in assisting a more senior facilitation professional in a public involvement or dispute resolution process. 3. May have training or course work in public involvement, facilitation, mediation, dispute resolution or conflict resolution from trainers or university programs. b) <u>Duties and Responsibilities</u> <ol style="list-style-type: none"> 1. Translates guidance received from supervisor into usable information applicable to the particular assignment. 2. May assist a Facilitator or Senior Facilitator in facilitating small breakout sessions or workgroups 3. Records summaries of minutes of meetings electronically, on newsprint or in written form. 4. Performs logistical tasks such as registration, managing sign-up for meetings, and assists in logistics at large meetings. 5. Maintains communication links with the parties. 	\$68.48
Controller a) <u>Experience and Education</u> <ol style="list-style-type: none"> 1. A bachelor's degree is required. 2. A minimum of six (6) years' experience in contract administration, finance and accounting, small business management and personnel administration b) <u>Duties and Responsibilities</u> <ol style="list-style-type: none"> 1. Supervises and/or implements all company accounting procedures including accounts receivable and payable; financial management, contracts administration, and personnel administration. Assists project managers with the development of budgets, projections and invoices. 	\$127.86
<u>Administrative Level I</u> a) <u>Experience and Education</u> <ol style="list-style-type: none"> 1. Two years of college and 2 years in small business administration b) <u>Duties and Responsibilities</u> <ol style="list-style-type: none"> 2. Supports the professional staff by performing research, scheduling, data entry, document preparation and logistical support. 	\$45.60
<u>Administrative Level 2</u> a) <u>Experience and Education</u> <ol style="list-style-type: none"> 1. Two years of college and 6 years in small business administration b) <u>Duties and Responsibilities</u> <ol style="list-style-type: none"> 2. Supports the professional staff through research, scheduling, document preparation and logistical support. Supervises the support staff and updates websites. 	\$73.37

* Rates include 0.75% IFF

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire PSS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA, this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.